



ACCOUNTANT
***Southwest Washington Regional
Transportation Council***

Applications must be received via mail, fax, e-mail or in person by 5:00 p.m. on Friday, December 17, 2004. POSTMARKS ARE NOT ACCEPTED.

THE JOB

This half-time professional accountant position is responsible for monthly financial statements and work papers. The Accountant will assist with processing and be responsible for posting cash receipts, accounts payable, payroll, cash disbursements, and sales into the computerized accounting software program - Peachtree. Other duties include performing job costing of time and services to grant sources; reconciling the general ledger to Clark County records; allocating administrative overhead; and interacting with various other agencies. This position helps with the annual budget preparation and other special projects as needed. Coordinates the annual audit.

SOUTHWEST WASHINGTON REGIONAL TRANSPORTATION COUNCIL

The Southwest Washington Regional Transportation Council is the Metropolitan Planning Organization for Clark County and is the Regional Transportation Planning Organization for Clark, Skamania and Klickitat Counties.

QUALIFICATIONS

Bachelor's degree (or equivalent experience) from an accredited college or university, in accounting, business administration or related field and at least four years of responsible professional accounting experience. Experience with computer applications related to financial reporting systems, including such word processing, spreadsheet, and data base programs as Microsoft Word, Excel, and/or Access.

Knowledge of: theory and practice of governmental accounting, federal, state, and local laws governing accounting procedures and systems; and personal computer applications such as financial reporting systems and spreadsheet, word processing, and data base programs. Specific to grant accounting using cost principals outlined in OMB Circular No. A-87 is a plus.

Ability to: plan, implement, and coordinate financial accounting programs; research and analyze complex accounting and investment data; evaluate and recommend improvements to financial accounting policies and procedures; prepare and present financial reports and other data to managers; use independent judgment in accomplishing tasks; use computerized financial reporting systems and other programs; communicate effectively both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

SALARY

The salary range is \$17.28 - \$22.09 per hour. Starting salaries are based on qualifications and experience. Clark County provides a generous benefits package, which includes medical and dental insurance, paid holidays, vacation, sick leave and retirement.

SELECTION PROCESS

1. **Application Review:** (Pass/Fail) – All applicants must complete a Clark County application and submit it to the Human Resources department by 5:00 p.m. on the closing date. Incomplete applications will not pass application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
2. **Supplemental Application:** (Pass/Fail) – In addition to the Clark County application, applicants must complete and submit the supplemental application. Applicants who do not have the supplemental materials will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of selection process.
3. **Oral Interview:** (Weighted 100%) - The interview will be job related and may include, but not be limited to, the qualifications outlined in the job announcement.

REQUEST AND/OR SUBMIT APPLICATION MATERIALS TO:

To apply, all application materials must be submitted by 5:00 p.m. on the filing date listed on the front of the recruitment announcement. **POSTMARKS ARE NOT ACCEPTED.** A Clark County application is required unless otherwise noted and supplemental materials (i.e., answers to supplemental questions, cover letter, etc.) may be required and must be submitted with the application. *Please read application materials thoroughly to determine application requirements.*

**Clark County Human Resources Department
1300 Franklin Street - 5th Floor
PO Box 5000
Vancouver, WA 98666-5000**

**FAX (360) 397-2457 / TDD (360) 397-6032
JOB INFO LINE (360) 397-6018
E-MAIL HRADMIN@clark.wa.gov
INTERNET <http://www.clark.wa.gov>**

THE COUNTY

Clark County, Washington is a growing community with a population of approximately 385,000, including the City of Vancouver (population 153,000). Located minutes north of Portland, Oregon and with easy access to the Columbia Gorge, Cascade Mountains, and Washington and Oregon Coasts, the region offers abundant cultural and recreational opportunities. Clark County offers excellent livability and a relatively low cost of living. There is no state income tax.

Equal Opportunity Employer

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, disabled veteran status, veteran status, physical, mental or sensory disability. Women, minorities, veterans, and persons with disabilities are encouraged to apply. Please notify Human Resources of the accommodation needed, preferably at the time of applying, but at least two days prior to the date needed.



For assistance with needed accommodations, please contact the Human Resources ADA Coordinator.
(360) 397-2468; TTY (360) 397-2445.

IMMIGRATION LAW NOTICE

Only United States citizens and aliens lawfully authorized to work in the United States are eligible for employment. All new employees will be required to complete and sign an Employment Eligibility Verification form and present documentation verifying identity and employment eligibility.

NOTE: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.



TO APPLY – In addition to the application, please submit a narrative supplement describing your experience in the areas listed below. Completion of the narrative supplement is necessary and must be submitted with your application to Clark County's Human Resources by the final filing date. **CANDIDATES WHO DO NOT COMPLETE THIS SUPPLEMENTAL APPLICATION WILL BE ELIMINATED FROM THE SELECTION PROCESS.**

Application materials will be evaluated on the basis of overall qualifications for the position: *related experience, knowledge, skills, and abilities*. Those candidates whose qualifications most closely match the position's needs will continue in the selection process. Be sure to answer all sections completely and accurately, describing specific and relevant examples from your background.

Please address all sections of the questions completely and accurately, describing specific and relevant examples from your background. Use additional sheets of paper if necessary.

1. Describe your experience preparing financial statements and job costing analysis. Indicate if the experience involved grant accounting.
2. Describe your experience preparing analytical and research documents. Include for whom the documents were prepared and the types of recommendations included.
3. Describe your experience developing and maintaining computerized databases, including software used. If possible, submit an example of a report you generated.
4. Describe your experience processing software applications in a Windows environment such as Microsoft Word, Excel, and Access, detailing the types of documents developed.



proud past, promising future

Human Resources Department
1300 Franklin Street – 5th Floor/PO Box 5000
Vancouver, WA 98666-5000
PHONE (360) 397-2456 FAX (360) 397-2457
TDD (360) 397-6032
Email: hradmin@clark.wa.gov
www.clark.wa.gov

EMPLOYMENT APPLICATION

INSTRUCTIONS: TYPE OR LEGIBLY PRINT THIS APPLICATION USING DARK INK ONLY. APPLICATION SHOULD BE FILLED OUT IN ITS ENTIRETY. AN INCOMPLETE APPLICATION MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION.

GENERAL INFORMATION

POSITION APPLYING FOR		POSTING#	Social Security # (Used for processing -Optional)	
Last Name		First Name	Middle Initial	
Address		City	State	Zip + Four
Home Phone ()	Work Phone ()	Cell Phone ()	Other ()	
Washington State labor laws restrict some employment from persons under 18 years old. Are you at least 18 years old? Yes <input type="checkbox"/> No <input type="checkbox"/>		Are you legally eligible for employment in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Will you accept: <input type="checkbox"/> Regular <input type="checkbox"/> Temporary Will you accept: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		Shifts you will accept: <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Night <input type="checkbox"/> Weekend		
Have you been convicted or released from prison within the last 10 years? Have you ever been convicted, pled guilty or no contest, or forfeited bond or bail for any crime other than traffic violations (do NOT list any conviction for which the date of conviction or prison release, whichever is more recent, is more than 10 years old)? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, explain below. <i>(A conviction record will not necessarily bar you from employment.)</i>				
Date	Charge	Sentence	Remarks	

EDUCATION

Name of college, university, vocational school	Major	Full Years Completed	Degree Received Yes / No		Degree/Title	Credit Hours
Indicate any other trades, skills or licenses you possess related to the position. Include licensing state and expiration date.						

CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER



For assistance with needed accommodations, please contact the Human Resources ADA Coordinator.
(360) 397-2468; TTY (360) 397-2445

EMPLOYMENT HISTORY

List your applicable work experience, starting with most recent first, including self-employment, military service and volunteer work.

MOST RECENT POSITION

Employer:

Dates Employed:

Address:

From To

Position:

No. of employees you supervised:

____/____ ____/____

Supervisor:

Phone ()

mm yy mm yy

Specific Duties:

Hours per Week _____

Final Salary _____

**May we contact your
current
employer? Yes [] No []**

Reason for leaving or considering change:

OTHER EXPERIENCE

Employer:

Dates Employed:

Address:

From To

Position:

No. of employees you supervised:

____/____ ____/____

Supervisor:

Phone ()

mm yy mm yy

Specific Duties:

Hours per Week _____

Final Salary _____

Reason for leaving:

OTHER EXPERIENCE

Employer:

Dates Employed:

Address:

From To

Position:

No. of employees you supervised:

____/____ ____/____

Supervisor:

Phone ()

mm yy mm yy

Specific Duties:

Hours per Week _____

Final Salary _____

Reason for leaving:

Attach additional sheets if necessary to include all work history.

Be as complete as possible in outlining the duties of each position.

AGREEMENT, CERTIFICATION AND AUTHORIZATION

I hereby certify, under the penalty of perjury in the State of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I am aware that should an investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from consideration or I may be discharged from my employment.

I understand that this application is not intended to be a contract of employment. Many County positions are governed by collective bargaining agreements, which specify terms of employment. Employment for all positions not covered under collective bargaining agreements is "at will." This means that either party can terminate the employment relationship at any time, with or without cause or advance notice.

Signature is required at time of hire.

Signature of Applicant

Date

CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE (OPTIONAL)

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, physical, mental or sensory disability, sexual orientation, disabled veteran or veteran status. For this purpose, we would appreciate you providing the information below. This is entirely voluntary and will remain CONFIDENTIAL. The information gathered herein will not be provided to supervisors, the appointing authority or other department employees. It will be used for monitoring and for federal reporting purposes only. We appreciate your assistance and cooperation in voluntarily providing this information and in assisting Clark County in ensuring equal employment opportunities for all applicants.

Position Applied For: _____ Posting No: _____

GENDER: Male ☐ Female ☐ **AGE OVER 40:** Yes ☐ No ☐

ETHNIC GROUP: If you are more than one race, please indicate one group only for record-keeping purposes.

[Ethnic group categories and definitions are as defined by and reported to the Federal Equal Employment Opportunity Commission.]

- ☐ **American Indian or Alaskan Native.** Tribal Affiliation: _____
☐ **Asian or Pacific Islander:**
☐ **Black (not of Hispanic origin):**
☐ **Hispanic:**
☐ **White (not of Hispanic origin):**

DISABLED: Yes ☐ No ☐

People with disabilities are persons with a permanent physical, mental, or sensory impairment, which substantially limits one or more major life activities.

VETERAN: Yes ☐ No ☐

DISABLED VETERAN: Yes ☐ No ☐

RECRUITING SOURCE

Please tell us how you heard about this position (select only one source):

Publications:

- ☐ The Columbian ☐ The Oregonian ☐ The Skanner ☐ El Latino de Hoy
☐ Seattle Times ☐ Asian Reporter ☐ Spokane Review ☐ The Olympian

Internet Sites:

- ☐ Columbian website ☐ Oregonian website ☐ Clark County Website ☐ Seattle Times website
☐ El Latino de Hoy website ☐ Other Internet/Website: _____

Other Sources:

- ☐ Job Hotline ☐ Job Interest Card ☐ Clark County Bulletin Board ☐ College/Career Center Referral
☐ Acquaintance/County Employee ☐ Other: _____